



**TOWN OF TEWKSBURY  
ASSESSOR'S OFFICE**

11 TOWN HALL AVENUE  
TEWKSBURY, MA 01876  
Phone (978) 640-4330  
Fax (978) 851-4849

***For office use only***

Payment Received:

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

☐ Cash

☐ Check # \_\_\_\_\_

**REQUEST FOR CERTIFIED LIST OF ABUTTERS**

TO: **Tewksbury Board of Assessors**

FROM: \_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

*Please Check Name of Requesting Board:*

☐ ZBA    ☐ Board of Health    ☐ Conservation    ☐ Planning    ☐ Other: \_\_\_\_\_

I am requesting a certified list of abutters for the property located at:

PROPERTY OWNER NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

MAP: \_\_\_\_\_ LOT: \_\_\_\_\_ UNIT: \_\_\_\_\_

ABUTTERS:    ☐ Direct    ☐ Within 100 feet    ☐ Within 300 feet    ☐ Provided List

INCLUDE:    ☐ Abutters to Abutters    ☐ Other: \_\_\_\_\_

Applicants should allow a minimum of five (5) business days to process the request.

Please fill out this form in its entirety and submit it to the Assessor's Office. *Each parcel involved in a project requires its own abutters list.* There is a \$15.00 fee for each list. The office can also provide an excel spreadsheet for creating mailing labels for an additional \$5.00. Be sure to provide an email address if you would like this option. Assessor's Maps can be purchased for an additional \$2.00 each. **Fees must be paid when request is made.** Check is payable to **TOWN OF TEWKSBURY**.

EMAIL ADDRESS IF REQUESTING EXCEL FILE: \_\_\_\_\_